



# The Village of **YELLOW SPRINGS**

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**Job Title:** Planning & Zoning Director

**Department:** Administration

**Reports To:** Village Manager

**Salary Range:** \$70,000–\$104,000 Annually

**Employment Status:** Full-Time

**FLSA:** Exempt

## **Position Overview**

The Planning & Zoning Director provides professional, customer-focused planning and zoning services to the Village of Yellow Springs. This position leads the Village's planning, zoning, and development review functions and combines administrative, supervisory, and technical responsibilities. Duties include interpreting and enforcing zoning codes; supporting the Planning Commission, Community Improvement Corporation (CIC), and Board of Zoning Appeals; coordinating development review; and engaging with residents, property owners, and businesses on development projects and zoning code violations.

The Director also supports business attraction, retention, and reinvestment efforts as part of the Village's overall planning and land-use goals and works closely with the Building Department. Reporting to the Village Manager, this position is responsible for the effective operation of planning and zoning functions within the Administration Department.

## **Key Responsibilities**

### **1. Planning & Zoning:**

- Review development requests to ensure conformance with the Village of Yellow Springs Zoning Code, Comprehensive Land Use Plan, and Vision Plan.
- Administer all Zoning Code activities, including interpreting code provisions, processing applications in a timely manner, addressing zoning code violations through permitting, inspections, and corrective actions, and maintaining current and permanent records such as zoning permits and actions of the Planning Commission and Board of Zoning Appeals.
- Review site plans, new construction projects, conditional use and rezoning applications, and subdivision requests for compliance with planning and zoning regulations.
- Assist with the drafting and review of new legislation and amendments to the Zoning Code.
- Maintain the Village zoning map and ensure all information remains current.
- Maintain and update the Comprehensive Land Use Plan.

**2. Staff Management:**

- Manage and provide leadership to two direct reports: the Planning & Economic Development Coordinator and the Planning & Zoning Assistant.
- Supervise direct reports in permit intake, records management, and enforcement of code violations.

**3. Development Review & Coordination:**

- Coordinate with the Village Manager, Council Clerk, and Village Solicitor to prepare comprehensive packet materials for public hearings.
- Coordinate business retention and expansion efforts, and negotiate and maintain development agreements.
- Collaborate with the Community Improvement Corporation (CIC) to establish and implement goals, and participate regularly in CIC meetings.
- Attend workshops or seminars related to duties performed.
- Occasionally attend and present at evening meetings of the Planning Commission, Village Council, Board of Zoning Appeals, and other public bodies as required.

**4. Compliance & Enforcement:**

- Enforce ordinances related to noxious weeds, vegetation in public rights-of-way, and other applicable regulations.
- Process Transient Guest Lodging (TGL) applications, maintain the TGL map, and periodically review short-term rental platforms for compliance with Village tax and zoning codes.

**5. Project & Grant Coordination:**

- Assist in coordinating capital projects within the Village.
- Assist in researching and submitting grant applications for project funding.
- Provide goal recommendations and budget information as requested or required.

**6. Administration & Records:**

- Maintain accurate records and ensure adherence to the records retention schedule.
- Serve as staff liaison to the Miami Valley Regional Planning Commission (MVRPC), Miami Valley Technology & Communication Group (MVTCG), Greene County Economic Development organizations, and other committees as required.
- Demonstrate and maintain satisfactory public relations.
- Assist other Village departments and employees in performing their duties.
- Demonstrate regular and reliable attendance.

**7. Other Duties as Assigned:**

- Complete additional tasks as directed by the Village Manager.

## **Qualifications**

### **Required:**

- Bachelor's degree in Planning or a related field from an accredited college or university, and at least two years of experience in planning, community development, or economic development with significant public interaction; or an equivalent combination of education, training, and experience.
- Skill in interpreting and applying zoning and building code provisions, processing applications in a timely manner, maintaining records, and reviewing site plans, construction drawings, conditional use, and rezoning applications.
- Ability to interpret policies, procedures, and regulations; follow instructions; solve problems in unfamiliar situations; read and interpret zoning and building plans; build and maintain effective working relationships; and uphold strong work ethics and positive public relations.
- Knowledge of economic development programs, grants, loans and services at the state and county levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment.
- Exceptional organizational skills with a keen attention to detail, enabling efficient task management.
- Strong verbal and written communication skills, with the ability to convey information clearly and professionally.
- Proven ability to manage multiple tasks and prioritize effectively amidst competing demands.
- Self-motivated and capable of working independently with minimal supervision.
- Collaborative mindset, with a demonstrated ability to build positive relationships with colleagues and community members.
- Strong sense of discretion and confidentiality when handling sensitive information.

### **Desired (Not Required):**

- Master's degree in Planning or a related field.
- Certification as an American Institute of Certified Planners (AICP).
- Knowledge of Village policies and procedures, Ohio building and zoning codes and statutes, and the Village of Yellow Springs Zoning Code, Comprehensive Land Use Plan, and Vision Plan.
- Familiarity with the land entitlement process and/or construction.
- Experience with public finance in regard to the development and administration of tax abatements and incentives.
- Knowledge of local government operations and community engagement practices.

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and using a computer.
- Ability to lift up to 15 pounds.
- Valid driver's license and ability to drive for Village business.

**Work Environment:** This role operates in an office setting, requiring regular use of standard office equipment. Attendance at community events or meetings may be necessary.

**Application Process:** We invite interested candidates to submit a resume, employment application, and cover letter that highlights their relevant experience and enthusiasm for the role. Please send your application materials to [cameron.fortin@yellowsprings.gov](mailto:cameron.fortin@yellowsprings.gov). This position will remain open until filled.

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*